



JOB OPPORTUNITY
Manager of Grants, Contracts and Procurement
UNCLASSIFIED

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Open To: The Public

Location: Bradley International Airport - Windsor Locks, CT

Job Posting No: CAA1304

Hours: Monday to Friday - 8:30 a.m. to 5:00 p.m.

Salary: Negotiable

Closing Date: June 24, 2013

Eligibility Requirement: N/A

Summary of Position: Responsible for the administration of the Capital Improvement Program (CIP), Procurement, Grants, Contracts, and the Disadvantaged Business Enterprise (DBE) program. Assists in the coordination of the Small Business Enterprise (SBE) and Minority Business Enterprise (MBE) programs for the CAA as required

Knowledge, Skills and Abilities

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required:

- Ability to develop and analyze planning and construction schedules.
- Demonstrated strong analytical skills.
- Thorough knowledge of procurement and contracting principles and practices, including Request for Proposals development and vendor evaluation and selection.
- Thorough knowledge of grants development and administration principles and practices.
- Considerable knowledge of relevant State and federal laws, statutes and regulations.
- Considerable negotiating and contract management skills.
- Considerable planning and project management skills.
- Proficient in Microsoft Office Suite, including Excel, as well as a working knowledge of databases.
- Demonstrate effective verbal and written communication skills.
- Knowledge of the FAA funding programs, including AIP and PFC a plus.

Possess the ability to work with consultants, the FAA, permitting agencies, and other planning, engineering, architectural and environmental

General Experience:

- College degree or certificate in business administration.
- Seven + years of experience in procurement, capital planning, federal grants and contract administration, and/or an equivalent combination of education and experience.

Experience with airport/aviation-related project and grants management activities, transactions and programs preferred

Character Requirement: An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, and maintain required security clearance during the duration of employment.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

Ron Frost
The Connecticut Airport Authority
rfrost@ctairports.org

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER